



**Solicitation Information
4 March 05**

LOI # B04854

TITLE: Performance Appraisal Training

Submission Deadline: 31 March 05 @ 1:40 PM (Eastern Time)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **18 March 05 at 12:00 Noon (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems**

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Letter of Interest Performance Appraisal Training

The Rhode Island Department of Administration, Office of Purchases, on behalf of the State of Rhode Island, Department of Education is requesting Letters of Interest from qualified individuals to provide training for the performance appraisal process for non-classified employees in accordance with the terms of this solicitation, and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).

The Rhode Island Department of Education (RIDE) is seeking expert assistance to implement enhancements of a jointly developed performance appraisal system. The system was developed by a joint labor management committee with the purpose of enhancing the effectiveness of the system and practices related to implementation. Labor and management have agreed to provide training to managers and staff to ensure that best practices in key features of the system are supported during implementation. A strong emphasis will be placed on in-depth knowledge of performance appraisal systems and performance coaching. Individuals who can demonstrate experience and accomplishments in these areas are encouraged to submit Letters of Interest in response to this Request.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from, or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

The state reserves the right to award to one or more offerors.

All cost associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor.*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

The Offeror should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website <http://www.rimbe.org>

TOPIC AREAS FOR SERVICES COVERED BY THIS REQUEST INCLUDE, BUT ARE NOT LIMITED TO:

- Design and conduct performance appraisal training for managers and staff (approximately 80 staff) in effective methods and techniques of performance appraisal including goal setting, feedback methods, resolving difficult and complex situations, and understanding diverse learning and work styles. Provider must be available to conduct training over the course of a complete performance cycle.
- Provide mentoring and/or coaching to staff and/or managers periodically during the term of the project.
- Create a guide for managers and staff for future use and reference.

The consultant selected as a result of this request will be responsible to the Director of the Office of Human Resource Development. The consultant selected will be paid at an all-inclusive rate of \$500.00 per 8 hour day. A contract is expected to be awarded approximately **4/15/2005 and the work is expected to continue through 8/30/05**. The award may be renewed, for up to one additional year, at the exclusive option of the state, based on vendor performance and the availability of funds. Any award resulting from this request will be subject to the state's General Conditions of Purchase (available from the Internet at www.purchasing.ri.gov.) as well as the terms of this request.

QUALIFICATIONS:

- Education and experience related to Education, Psychology and/or Human Resource Development
 - At least 7 years experience providing training in methods and techniques of effective performance appraisal methods and techniques.
 - A master's degree in psychology, human resource development, organizational development or related field
 - Demonstrated ability to work in a union setting and with a joint labor-management committee,
- Interested individuals should submit Letters of Interest containing the following information:

- A brief description of the training design and performance appraisal guide to be developed.
- A description of the background and qualifications of the offeror;
- A description of the offeror's relevant experience and examples of work produced.
- Curriculum vitae;
- Letters of recommendation from previous project personnel.

Questions and Submission

Questions concerning this solicitation may be emailed in accordance with the terms and conditions expressed on page one of this solicitation. Questions received, if any, will be answered and posted as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the Help Desk at 401 222-2142, ext 134.

Letters of Interest to provide the services covered by this Request must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation.

Responses (an original plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked "LOI# B04854: Performance Appraisal Training" to:

By Courier:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

By Mail:

R.I. Department of Administration
Division of Purchases
P.O. Box 6528
Providence, RI 02940-6528

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

RESPONSE CONTENTS

Responses must include the following:

1. An R.I.V.I.P. generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>)
2. A statement of experience describing the Vendor's background, qualifications, and experience with and for similar projects, and all information described earlier in this solicitation
3. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.ri.gov>

4. One copy of the offeror's complete response to this solicitation is requested in an electronic format, CDROM or disk, in Microsoft Office or PDF file formats

EVALUATION CRITERIA

Responses will be evaluated using the following criteria:

- **A clear proposal for services demonstrating understanding of the State's requirements** and the results intended and desired under this contract (0-40 points);
- **A comprehensive listing of similar projects undertaken and documented** (0-40 points)
- **A complete résumé clearly demonstrating the background and qualification** of the offeror must be attached (0-20 points)

Notwithstanding the above, the State reserves the right to accept or reject any or all offers. The State also reserves the right to award in whole or in part, and to act in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State reserves the right to accept or reject any or all options, bids, or proposals, to award in whole or in part, and to act in its best interest.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, and will make a recommendation to the State Purchasing Agent, who will make the final selection for this requirement.